



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
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Canc: Apr 02

CCBul 5340

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27 Feb 02

COMBAT CENTER BULLETIN 5340

From: Commanding General, Marine Air Ground Task Force Training Command,
Marine Corps Air Ground Combat Center
To: Distribution List

Subj: 2002 ACTIVE DUTY FUND DRIVE IN SUPPORT OF THE NAVY-MARINE CORPS RELIEF SOCIETY

Ref: (a) SECNAVINST 5340.7 of 8 Feb 99
(b) NMCRS Fund Drive Manual

1. Situation. To announce the annual Active Duty Fund Drive in support of the Navy-Marine Corps Relief Society to be held at Marine Corps Air Ground Combat Center (MCAGCC), Twentynine Palms, California from 1 - 30 April 2002.

2. Mission. Since 1904, the Navy-Marine Corps Relief Society has performed admirably as the Navy and Marine Corps' own relief agency. Its record of service and assistance, counseling and emergency financial aid to Navy and Marine Corps widows and orphans is unsurpassed. The Society has been equally impressive in its assistance to both active duty and retired members of the Navy and Marine Corps. The Society's primary mission is the disbursement of emergency, interest-free loans and grants. It also provides visiting nurse services, thrift shops, infant layettes, food lockers, and budget counseling services, educational scholarships, and loans.

3. Execution

a. Commander's Intent

(1) The purpose of the annual call is not to achieve a dollar amount, but rather to educate Navy and Marine Corps personnel on the mission of the Navy-Marine Corps Relief Society and the availability of assistance from the Society.

(2) A fundraising committee will be formed to coordinate the fund drive for all commands and organizations located aboard the Combat Center. CW03 C. J. Lee, extension 7440, is assigned as the overall coordinator for the fund drive. 1stLt I. Gomez, extension 7848, is the Assistant Coordinator/Treasurer.

(3) The primary fundraising method to be used in support of the Navy-Marine Corps Relief Society's annual call for contributions will be the personal solicitation of contributions by members of units and organizations aboard the Combat Center. The campaign will conform to the general principles contained in references (a) and (b) to ensure an effective and informative program, to afford all personnel an opportunity to contribute, and to ensure that all contributions made are truly voluntary.

(4) It is expected that, when possible, commissioned officers will be appointed as unit representatives. Appointed representatives must be available to perform their duties throughout the campaign.

(5) Contributions to the Navy-Marine Corps Relief Society Fund Drive are authorized by voluntary allotment of military pay. Use of this convenient method of donation will be at the option of each individual. Forms will be distributed to unit representatives for either cash, check or allotment contributions.

(6) Funds collected during this drive will be given to the Navy-Marine Corps Relief Society, Twentynine Palms, California.

(7) Unit representatives will receive training on their duties and responsibilities during the Fund Drive on Tuesday 19 March, at 0800 at the HRO Classroom, building 1551. Allotment forms and fund drive literature will be distributed at this time.

(8) The Commanding General, Chairman of the Active Duty Fund Drive, will kick off this year's Fund Drive on Monday, 18 March 2002 at 0700 at the Combat Center Officer's Club. A Breakfast Buffet will be available.

b. Concept of Operations

(1) Commanding Officers/Officers-in-Charge of the following organizations will designate unit representatives for the fund drive and will forward their names via e-mail to the overall Coordinator of the Navy-Marine Corps Relief Society Active Duty Fund Drive by 8 March 2002:

- (a) Headquarters Battalion
- (b) Marine Corps Communication-Electronics School
- (c) 7th Marine Regiment
- (d) Combat Service Support Group-1
- (e) Marine Wing Support Squadron 374
- (f) Marine Unmanned Aerial Vehicle Squadron-1
- (g) Naval Hospital
- (h) 23rd Dental Company

(2) Unit representatives will perform the following duties:

(a) Establish an aggressive campaign with their respective units in order to achieve 100% "quality contact" of their personnel over the 4-week drive. "Quality contacts" are one-on-one contacts that educate individuals on what the Navy-Marine Corps Relief Society does for Marines, Sailors, and their families aboard the Combat Center and around the world. Other than deployment overseas, there should be no reason this goal is not met.

(b) Be available to support any additional activities sponsored by the Fund Drive Committee.

(c) Report directly to the Coordinator or Assistant Coordinator on a weekly basis the status of their units' contacts and turn in any contribution forms and monies collected that week.

(3) The fundraising committee will submit a weekly report to the Commanding General during the conduct of the drive and at the completion of this drive.

(4) The fundraising committee is authorized direct liaison with all Combat Center commands and organizations in matters relating to the fund drive.

4. Administration and Logistics. Distribution Statement A-1 directives issued by the Commanding General are distributed via e-mail. This Bulletin can be viewed at <http://www.29palms.usmc.mil/dirs/manpower/adj>.

5. Command and Signal

- a. Signal. This Bulletin is effective the date signed.
- b. Command. This Bulletin is applicable to the Marine Corps Total Force.

A handwritten signature in black ink, appearing to read 'F. M. Stewart', with a large, sweeping loop at the end.

F. M. STEWART
Chief of Staff

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